



**Tillamook Urban Renewal Agency
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Tillamook, Oregon 97141**

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**TURA Regular Meeting
Wednesday – January 11, 2012 - 5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
Dave Schrom
John Sandusky

Board Members Absent:

Cheryl Davy

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public:

David Mast

The TURA Board of Directors met at 4:00 P.M. for a workshop on future projects and financial planning. The regular board meeting commenced at 5:30 P.M., the regular time.

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Reeves called the roll of the board and all were present except Davy.
2. **Election of Officers and Committee Assignments:** Chairman Hurd said the committee list was included in the packet and asked if anyone would like to specifically be on any of the committees listed. Casey noted since Councilor Martin is no longer on the board it would make sense to put Councilor Davy on those committee's instead. Decker asked about her only committee assignment. There was discussion about the 2011 list and consensus was that each board member would remain on the same committees they were already assigned to.

➤ Schrom made a motion to assign Davy to each committee where Joe Martin's name appears on the list and to approve the new committee list for 2012. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.

Chairman Hurd said he would like to stay in the position of Chairman if the board will have him.

➤ Decker made a motion to nominated Hurd for Chairman. Casey seconded the motion. With no discussion, the vote was called for and ayes were received by all

board members seated. The motion passed unanimously.

Chairman Hurd mentioned **Decker** has done a fine job as Vice Chair and he would like the board to consider her to remain in the position of Vice Chairman.

➤ **Hurd made a motion to nominate Decker for the position of TURA Vice Chairman. Allen seconded the motion. Decker mentioned she has liked serving as Vice Chairman. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

3. **Approval of the Minutes:** **Chairman Hurd** asked for approval of the minutes from the December 14, 2011 if there were no additions or corrections.

➤ **Casey made a motion to approve the minutes of December 14, 2011 as written. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

4. **Approval of the Bills:** **Reeves** commented on the list of bills presented for payment noting the quarterly payment for Administrative Services was included as well as the final payment for the 2010-2011 audit. There was some discussion of the bills.

➤ **Sandusky made a motion to pay the bills in an accumulative amount of \$10,123.13 (checks #617 - #624). Casey seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

5. **Financial Report:** **Hurd** asked about the audit. **Wyntergreen** explained this is the final audit for Fiscal Year 2010-2011. He noted there were a couple of comments regarding supplemental budgets that were being reviewed and he will have an explanation of at the next meeting. There was discussion about the differences between monthly financial statements and annual audits.

➤ **Sandusky made a motion to accept the November 30, 2011 monthly financial statements as presented and put on file for audit. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

Reeves explained the 2010-2011 audit is enclosed for review and does not require approval but can be discussed at the next meeting if the board so desired.

6. **Public Non-Agenda Items:** **Chairman Hurd** asked if there was anyone in the audience that would like to speak. There was not.

7. **Pending Business:**

a) **Plan Amendment – Finalize Tentative Boundary Changes:**

Hurd spoke about the workshop and what had been discussed at that time. **Wyntergreen** went over changes of deleting the Post Office property, deleting the **Carlich House** property, and deleting the county parking lot next to the **Carlich House**. This was discussed as these properties are not tax revenue producing lots.

➤ **Casey made a motion to remove the Post Office property, the Carlich House property and the Tillamook County parking lot property next to the Carlich House from the TURA District and to accept the other changes as presented. Sandusky seconded the motion. There was discussion about some of the other properties being added to the district and those being removed. The old Safeway site and demolition of the building discussed. Decker commented on POTB projects. With no further discussion Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

Reeves will contact the county GIS person, **Wendy Shink**, and get the changes made. **Reeves** will then get the information to **Elaine Howard** to proceed with the plan amendment.

b) 3rd Street Improvement Project Financing and Updates :

Reeves commented that **Dan McDowell** of **Columbia Bank/Bank of Astoria** was on vacation but would have something to the board soon. She has informed him of the delay in the project until the first part of March. **Schrom** commented on the email from **Liane Welch** included in the correspondence and said his experience with **OTAK** is fantastic and he gives them kudos for the work that have done for the county in the past. He said **OTAK** will do a good job on the project.

c) Langlois Application:

Hurd and **Decker** have met with **George and Carol Langlois** and have discussed the businesses located on 3rd Street in their building as well as blade signs. They discussed the bookstore, window trim, and building trim. **Hurd** commented on the 2nd Street Public Market and their signage. There was discussion about signage and traffic in the downtown area. **Schrom** asked about the terms of the agreement with **Janac** regarding the TURA grants and loan. There was discussion about the **Langlois** building and the power lines on 3rd Street. **Hurd** will speak with PUD about the power lines. **Sandusky** asked if any action needed to be taken and **Hurd** said there was not at this time and there was time to deal with the issues discussed.

d) Goodspeed Park Playground Equipment:

Reeves commented on the memo in the board packet and her request to issue the payment for the Goodspeed Park playground equipment. She explained the equipment should be installed within a week and the terms of payment agreement are 30 days from delivery.

➤ **Sandusky made a motion to write a check to the City of Tillamook for \$21,000 (check #625) for the TURA payment on the Goodspeed Park playground equipment. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker
 Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom
 Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

Casey mentioned **Bob Riggert** has made a donation of \$4,000 to the City towards the cost of the playground equipment also. **Sandusky** would like to see a ribbon cutting ceremony when the project is completed.

7. **New Business:**

a) *Nick Peterson – Keith Thompson Grant Application:*

Hurd asked **Reeves** the status of the **Peterson-Thompson** application. She explained there has been nothing further done since they submitted their façade grant application for in December 2011. She did note that had applied for a \$90,000 grant in January 2011 but the board had denied their application at that time. **Schrom** gave his thoughts concerning the application and what upgrades they are planning to do. **Hurd** explained the process and the involvement of the Proposal Committee. There was discussion on how to handle this, applicants acting as contractor, labor charges, and materials. **Sandusky** asked about paint colors and communication with **Peterson** and **Thompson**. He thinks the application needs more specifics. **Hurd** noted the Proposal Committee needs to set a meeting date and this can be discussed. He also noted that TURA only pays by invoice on grants.

b) *Discussion of Bylaws & Change of Meeting Times:*

Reeves commented on the copy of the Bylaws included in the meeting packet. The board had discussed meeting only once a month at the last meeting. This was discussed again as a resolution would be necessary to change the Bylaws. **Reeves** handed out a draft resolution. There was discussion about the draft resolution and going to one meeting a month on the second Wednesday of the month only and that special meetings could be held as needed. **Hurd** read Resolution 2012-01.

➤ **Sandusky made a motion to adopt Resolution 2012-01 as presented amending TURA Board meeting times to once a month, on the second Wednesday of the month effective February 1, 2012. The motion was seconded by Decker. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

➤ **Sandusky made a motion to cancel the January 25, 2012 regular board meeting. Casey seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

c) *Final Audit for Fiscal Year 2010-2011:* Set aside for next meeting

d) *Tillamook County Public Works Invoice:*

Reeves noted the monthly invoice from **Tillamook County Public Works Department** for 3rd Street engineering costs in the amount of \$6,138.36 needed to be approved by the board. **Schrom** mentioned there is a line on one of the county spreadsheets that show an amount owing. **Reeves** noted TURA has their portion paid in full and will contact the county for clarification and correction.

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➤ Sandusky made a motion to approve the payment of \$6,138.36 (check # 626) to the Tillamook County Public Works Department for the January 6, 2012 invoice. Decker seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.

8. **Committee Reports and Project Updates:** Hurd moved the report of the Streetscapes Committee up on the agenda as Casey might need to leave the meeting early. Her report was given after the 3rd Street Improvement Project agenda item.
 - a) *Streetscapes Committee:*
Casey reported on the progress of the Blade Sign Program being drafted by the committee. She explained the draft should be ready for the February meeting. She asked if the board would give Reeves approval to contact the county regarding their requirements on signage. Casey noted the program draft forms will include permit fees, application forms, standard and guidelines. Casey then went on to make a recommendation from the Streetscapes Committee that TURA and the City work together to get the alley way between the **Beals Building** and the **Elks Club** cleaned up, make the fire escape safe, and work on awnings and lighting in the alley. She asked for board approval for Reeves to contact the fire department concerning the fire escape. Casey mentioned the letter to **Hal's Emporium**, which Wyntergreen had sent to the owner of the building. Wyntergreen commented. There was discussion about the alley, power washing, pallets, dumpsters, screening, and making the alley safe for pedestrian traffic. Casey noted Window Painting for downtown will be discussed at the next Streetscapes meeting as the committee ran out of time.
9. **Correspondence/Information:** No Discussion
10. **Concerns of the Board:** Casey asked Hurd to comment on his conversation and correspondence with County Commissioner Labhart regarding the layoffs of employees at TCCA. Hurd explained he had emailed Labhart with TURA support to retain the jobs if at all possible. Hurd also commented on a meeting that he and Mayor Weber had at the **Blue Moon Café** with OPB. Wyntergreen mentioned a TCCA Union meeting. There was board discussion about jobs in Tillamook County and the history of unemployment in the city and the county. Decker mentioned tourism could be a much larger industry in Tillamook County.

Allen asked about projects at the POTB. Decker commented, since she is on the POTB Board of Directors, noting that money is the big issue. She explained FEMA monies, current projects, and potential projects. She said they are working on it and jobs need to be there. Any projects they do they try to hire locally. She noted they are very busy.
11. **Meetings:** Wyntergreen said there is an Associations Committee meeting tomorrow, January 15, 2012 at the POTB office. Reeves noted the meeting with **Shawn Sykes, WorkSource NW**, was rescheduled to February 8, 2012, the next regular board meeting.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 6:35 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

SIGNATURE ON FILE
Don Hurd – Chairman